



NEMS ENVIRONMENTAL MANAGEMENT PROGRAM

PROGRAM NAME:	General Waste and Recycling		
SIGNIFICANT ENVIRONMENTAL ASPECT(S): General Waste	DOCUMENT NUMBER:	TBD	
	DATE REVISED:	09/26/07	
	REVISION NUMBER:	1	
	SUNSET DATE:	11/20/07	
	PROGRAM LEAD:	Gareth Buckland and Bill Ketner	

SECTION 1 – PROGRAM DESCRIPTION

At the NIH Bethesda Campus, the Office of Research Facilities (ORF) Division of Property Management (DPM) is primarily responsible for the oversight of waste collection (janitorial) services. The Division of Environmental Protection (DEP) takes the lead in the promotion and implementation of waste recycling programs. NIH recycles various waste streams, including white office paper, mixed paper, aluminum, glass/plastic/metal containers, cardboard, polypropylene, yard waste, and wood pallets. Because of the varied and unique characteristics of NIH buildings, a customized recycling plan is developed in collaboration between DEP and volunteer coordinators from the building staff. This joint effort takes into account factors such as available space for recycling containers, staff needs and interests.

SECTION 2 – GOALS AND OBJECTIVES

FIVE-YEAR GOAL: Increase Recycling of General Solid Waste by recycling at Least 50% of Solid Waste <i>Justification:</i> Regulatory mandate by Montgomery County and EO 13423	Performance Indicator(s): % of recyclable materials diverted from NIH solid waste stream	Resource requirements: No additional resources required
A. Objective: Develop plan to conduct on-site solid waste assessment in 2007	Performance Indicator(s): Plan complete	Responsibility: Don Wilson
B. Objective: Complete assessment and conduct outreach in 2007 based on assessment results to increase recycling.	Performance Indicator(s): Survey Completion, amount of outreach performed	Responsibility: Bill Ketner, Gareth Buckland, Janie Lee
C. Objective: Continue construction debris recycling in 2007	Performance Indicator(s): Tons of construction debris recycled	Responsibility: Bill Ketner
D. Objective: Create Recycling Drop-Off Center at Bldg 25 to support and enhance leased facilities recycling and non-serviced customers	Performance Indicator(s): Initiate drop-off center	Responsibility: Gareth Buckland
		Timeframe: December 2007

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E. Objective: Investigate different options for composting in 2006	Performance Indicator(s): Study options	Responsibility: Bill Ketner	Timeframe: December 2007
F. Objective: Implement pilot program in 2007 with USDA Beltsville for composting food waste and animal bedding	Performance Indicator(s): Pilot program operation	Responsibility: Bill Ketner, Gareth Buckland, Janie Lee	Timeframe: December 2007
FIVE-YEAR GOAL: Increase Electronics Recycling at NIH Campus and purchase of green computers by participating in Federal Electronics Challenge <i>Justification:</i> Cost savings, improvement of environmental conditions, federal mandate: Federal Electronics Challenge	Performance Indicator(s): Accomplishment level within the Federal Electronics Challenge Program		Resource requirements: No additional resources required
A. Objective: Join Federal Electronics Challenge in 2007, establish goals, obtain stakeholder involvement	Performance Indicator(s): Submit baseline data, establish goals along with key stakeholders	Responsibility: Don Wilson, Bill Ketner, Gareth Buckland	Timeframe: December 2007
B. Objective: Meet FEC End-of-Life Criteria for Electronic Assets, increase/improve NIH electronic waste recycling	Performance Indicator(s): % of e-waste recycled	Responsibility: Dan Reggia	Timeframe: December 2007
C. Objective: Implement EPEAT standard for purchase of NIH computers and monitors in NITAAC ECS III	Performance Indicator(s): Number of EPEAT computers and monitors purchased	Responsibility: Victor Powers	Timeframe: December 2007
FIVE-YEAR GOAL: Create Zero Waste Events Program at NIH <i>Justification:</i> EO 13423, Montgomery County requirements to reduce solid waste	Performance Indicator(s): Implement program		Resource requirements: No additional resources required
A. Objective: Promote Zero Waste Program through outreach activities and Special Events Notifications Process	Performance Indicator(s): Track number of NIH zero waste events	Responsibility: Bill Ketner, Gareth Buckland, Janie Lee	Timeframe: December 2007
FIVE-YEAR GOAL: Green Procurement: Implement NIH Affirmative Procurement Plan <i>Justification:</i> RCRA 6002, EO 13423	Performance Indicator(s): Plan implemented		Resource requirements: No additional resources

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			required
A. Objective: Increase sale of 13423 compliant products in NIH self-service stores and through NIH Stock Catalog	Performance Indicator(s): Percent increase in green products	Responsibility: Lonnie Winley	Timeframe: December 2007
B. Objective: Green NIH Commercial leases to require full recycling services and to be 13423 compliant	Performance Indicator(s): Number of leases that are greened	Responsibility: Melissa Richardson	Timeframe: December 2007
C. Objective: Green NIH construction contracts and achieve maximum construction debris recycling	Performance Indicator(s): Number of construction contracts that are greened and tons of recycled debris	Responsibility: Melissa Richardson	Timeframe: December 2007
D. Objective: Green NIH cafeteria contracts to include maximum recycling, composting, 13423 compliance and biobased products use	Performance Indicator(s): Draft SOW criteria for greening future contract, support pilot composting program	Responsibility: John Crawford	Timeframe: December 2007
E. Objective: Green NIH custodial contracts to support maximum NIH recycling and use of environmentally preferable products	Performance Indicator(s): Draft SOW criteria for greening future contracts	Responsibility: Ed Bain, Henry Primas	Timeframe: December 2007
F. Objective: Create and Launch NIH Green Purchasing Portal	Performance Indicator(s): Implement Green Purchasing Portal	Responsibility: Ray Dillon	Timeframe: December 2007

SECTION 3 – PROGRAM DESCRIPTION, SIGNIFICANCE, IMPACTS AND REQUIREMENTS

REASON(S) FOR SIGNIFICANCE:	<ul style="list-style-type: none"> a. This aspect is governed by Montgomery County regulations b. This aspect has the potential to significantly impact the environment through landfill depletion and natural resource consumption c. This aspect is important to NIH’s relationship to the local community and the public at large
POTENTIAL ENVIRONMENTAL/ ORGANIZATIONAL IMPACTS:	<ul style="list-style-type: none"> a. Landfill depletion b. Natural resource consumption c. Public image/community relations
LEGAL AND OTHER REQUIREMENTS:	<ul style="list-style-type: none"> a. Resource Conservation and Recovery Act (RCRA); 42 U.S.C. s/s 321 et seq. (1976) b. Farm Security Rural Investment Act 2002 c. COMAR 26.04.07 d. Maryland Recycling Act (MRA)

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e. Montgomery County Executive Regulation 15-04

f. Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management

SECTION 4 – OPERATIONAL CONTROLS

ACTIVITY(IES) THAT GIVES RISE TO ASPECT	CONTROL(S)	RESPONSIBLE PERSON	MONITORING	RECORDS	ACTION TAKEN IF CONTROL FAILS
Management of nonhazardous waste	NIH Waste Disposal Guide	Don Wilson	Periodic review of the Guide	Trash and recycling weight tickets to verify quantities recycled	PR campaigns to promote and increase recycling and finding additional materials to recycle
Facilities Operation and Maintenance	NIH Waste Disposal Guide	Donna Phillips	Periodic review of the Guide	Trash and recycling weight tickets to verify quantities recycled	PR campaigns to promote and increase recycling and finding additional materials to recycle
Grounds Maintenance	Cultural Practices (e.g., leaf collection and disposal)	Lynn Mueller	ORF Project Officer monitors contract; periodic field inspections	Monthly maintenance schedule	Adjust practices as necessary
Custodial services	Terms of contract	Gus Lambis	ORF Project Officer monitors contract	Contract	Revise contract as necessary
Laboratory research	NIH Waste Disposal Guide	Dr. Michael Gottesman	Periodic review of the Guide	TBD	PR campaigns to promote and increase recycling and finding additional materials to recycle

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Mail services and shipping	NIH Waste Disposal Guide	Tracy M. Niksich	Periodic review of the Guide	TBD	PR campaigns to promote and increase recycling and finding additional materials to recycle
Cafeteria Food Services	Terms of Contract	John Crawford	Project Officer monitors contract	Contract	Revise contract as necessary
Animal use and care	NIH Waste Disposal Guide	Dr. Charmaine Foltz	Periodic review of the Guide	TBD	PR campaigns to promote and increase recycling and finding additional materials to recycle
Conference services	NIH Waste Disposal Guide	Ken Ryland	Periodic review of the Guide	TBD	PR campaigns to promote and increase recycling and finding additional materials to recycle
Recycling and Reuse of Electronic Waste	Government Property Regulations	Dan Reggia	Track E-waste recycling	Property Records	Adjust practices as necessary
Procurement of Personal Computers and Monitors	Acquisition Regulations	Victor Powers	Greening new IT contracts	Procurement Records	Re-evaluate
Procurement of Self-Service Store and GDC supplies	TBD	Lonnie Winley	Green products being sold	Annual quantities of green products sold	Re-evaluate
Custodial Services	Contracts	Ed Bain, Henry Primas	Compliance with Contract Requirements	Contract Performance Records	Non-performance notifications or penalties

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Green NIH Commercial leases and Construction Contracts	Leases and Contract	Melissa Richardson	New lease and construction documents created	Executed green leases, construction contracts	Re-evaluate
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SECTION 5 – RELEVANT DOCUMENT(S)

DOCUMENT NAME	LOCATION	RESPONSIBLE PERSON
NIH Manual Issuance 3032, Waste Minimization and Management at NIH	http://www1.od.nih.gov/oma/manualchapters	Director, DEP
NIH Business Recycling and Waste Reduction Plan (currently being drafted)	TBD	Director, DEP
NIH Waste Disposal Guide	http://orf.od.nih.gov/Environmental+Protection/Waste+Disposal/	Director, DEP
NIH Manual 26101-25-2, Personal Property Management Guide	http://www1.od.nih.gov/oma/manualchapters/acquisitions/26101-25-2/	Director, OA/OLAO
NIH Policy Manual 26101-42-F - Shipping Policies and Procedures	http://www1.od.nih.gov/oma/manualchapters/acquisitions/26101-42-F/	Director, OA/OLAO

SECTION 6 – COMPETENCY OF RESPONSIBLE PERSONS

NAME/TITLE	BASIS FOR COMPETENCE
NIH Recycling Coordinator	On the job experience and excellent knowledge of recycling regulations and federal recycling goals and commitment to effective environmental management goals

SECTION 7 – AUTHORIZATION

NAME:	
SIGNATURE:	
DATE:	

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